

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Specialist on Aging II

CLASS CODE: 6122

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification plan, develop, coordinate and monitor aging programs and activities while ensuring such programs are compliant with state and federal guidelines. Incumbents act as advocates for the elderly citizens of St. Louis.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level service classification in the Social Services Series – Aging Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification include the development, planning, coordinating and monitoring of aging programs and activities.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Develops training for staff and service providers; monitors performance to determine additional training needs.

Reviews state required monitoring reports written by service providers; compiles reports based on trends and results.

Coordinates student intern program; acts as liaison between schools and service providers, trains students to perform assessments, creates policies and procedures for the program; acts as advisor to University staff, and recruits students at various colleges.

Monitors contracted service providers to ensure compliance with state and federal guidelines; provides written notification of violations.

Assists in writing grants to obtain additional funds.

Provides information and assistance to various local, state and county aging groups.

Coordinates the Silver Haired Legislator Advocacy Group; schedules meetings and prepares agenda, conducts meetings, presides over annual election process, and distributes related media releases.

Performs work on special projects, as requested.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, loudspeaker, motor vehicle, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as monitoring records, press releases, training records, statistical reports, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as traffic hazards, irate individuals or disease.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, such as office supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as making presentations to advocacy groups.

Education and Experience Statement:

Bachelor's degree in Social Services with some training in social service programs and two to three years experience in aging programs or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Special Requirements:

Possession of a valid state driver's license.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.